

INTERNSHIP PROGRAM

2021-2022



doc dmc[®]

DMC & PCO • Macau & Hong Kong
澳門及香港專業會議顧問公司



INTERNSHIP PROGRAM

JOB DESCRIPTION

Project Assistant

- Administrative support related with finance
- Prepare proposals for clients
- Work with suppliers such as hotels, restaurants, travel agencies...
- Work at Wine Events
- Accompany groups meetings and incentives

ABOUT US

Our main working language is English.

We are a micro company so you can expect to work in many different areas and in most events we have.

HOW TO APPLY

Send your CV to Bruno Simoes at bsimoes@doc-dmc-macau.com





**PROFESSIONAL
CONGRESS
ORGANIZER**



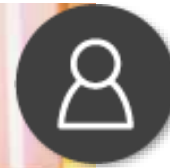
**MEETINGS
AND EVENTS
PLANNER**



**DESTINATION
MANAGEMENT
COMPANY**



**WINE
EVENTS
MANAGEMENT**

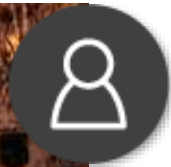


PROFESSIONAL CONGRESS ORGANIZER (PCO)

Management of a congress back to end:

- Budget
- Venue and suppliers selection
- Marketing and promotion
- Registration & website
- Exhibition





MEETINGS AND EVENTS PLANNER

- **Concept development**
- **Selection, recruitment, and coordination of all suppliers**
- **On Site Management**
- **AV Rental Advice & Set Up**





DESTINATION MANAGEMENT COMPANY (DMC)

- Itinerary planning
- Transportation & logistics
- Hotel reservation
- Tours
- Venue selection
- Team bonding





WINE EVENTS MANAGEMENT & PR

Usually B2B events for professionals only

- Wine promotion roadshows
- Seminars & Master classes
- Wine pairing dinners
- Wine parties
- Wine Testing





MACAU

Monday-Friday / 10:00–19:00
TEL: +853 2872 3510

Avenida da Praia Grande 759, 1/F Room 1002, Macao – China
澳門南灣大馬路759號1樓1002



ZHUHAI

Monday-Friday / 10:00–19:00
TEL: +86 756 8913799

Room 404, Building 3, Kanghe Garden, Nanning Town, Zhuhai.
珠海市香洲区南屏镇北山路28号康和花园3栋404房

FIND US HERE



doc-dmc-macau.com



facebook.com/DOCDMCMacauHongKong



youtube.com/micemacau



info@doc-dmc-macau.com